

DOCUMENT RESUME

ED 247 649

EA 017 020

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TITLE Monitoring Students' Academic & Disciplinary Progression.
PUB DATE Feb 84
NOTE 8p.; Paper presented at the Annual Meeting of the National Association of Secondary School Principals (68th, Las Vegas, NV, February 3-7, 1984).
PUB TYPE Guides - Non-Classroom Use (055) -- Legal/Legislative/Regulatory Materials (090) -- Speeches/Conference Papers (150)
EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS Academic Records; *Administrative Policy; *Discipline Policy; *Educational Diagnosis; Portfolios (Background Materials); Program Descriptions; Program Design; Program Guides; Student Behavior; *Student Evaluation; *Student Records
IDENTIFIERS Program Objectives; *Roswell Independent School District NM

ABSTRACT

This document outlines the objectives and procedures of a program at a New Mexico school district whose purpose is to enable school personnel to systematically monitor students' academic and disciplinary progression. The objectives of the program are to diagnose academic or disciplinary problems and prescribe remedies, to establish an oncampus screening process, and to facilitate home-school communication. The program is based on individualized folders that consolidate each student's academic and disciplinary progression information for review by the professional staff. The outline is subdivided as follows: (1) program objectives, (2) student progression folders (contents), (3) infractions that earn demerits, (4) action taken for demerits, (5) disciplinary referrals, (6) disciplinary flow charts, (7) prescreening committee at school level--collecting data, (8) campus screening committee--possible members, (9) district staffing committee referral procedures, and (10) a flow chart of campus screening committee activities. (TE)

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MONITORING STUDENTS'
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NASSP 1984

EA 017 020

I. PROGRAM OBJECTIVES

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1. To develop and implement a program which will enable school personnel to successfully monitor students' academic and disciplinary progression. Student progression will be monitored using individualized folders which consolidates students' academic and disciplinary progression information for review by professional staff.
2. To establish a process in which on-campus screening activities for students in academic and/or behavioral crisis continually takes place.
3. To implement a program of academic and disciplinary monitoring which will serve to diagnose problems and to prescribe remedies to remediate inappropriate actions effecting the student's behavior and/or academic achievement.
4. To establish an academic/disciplinary monitoring program which will maximize home/school communications.

II. STUDENT PROGRESSION FOLDERS

1. Comments and/or recommendations from the middle school/elementary school articulation meetings.
2. Student progression data sheets.
3. Up-to-date testing results.
4. All future disciplinary forms (demerits and/or referrals).
5. Mid-term report cards.
6. Nine week report cards.
7. Schedules of first and second semester classes.

III. DEMERITS - may be given for

1. Unexcused tardies
2. Skipping class or school (truancy)
3. Cheating on examinations
4. Insubordination or disrespectful conduct
5. Misconduct at school sponsored activities
6. Misbehavior at assemblies

7. Use of locker at improper time 2
8. Inadequate classroom materials (pencil, paper, etc.)
9. No homework
10. Vulgarities and/or profanity
11. Smoking or using snuff
12. Threatening students verbally or physically
13. Other minor offenses not stated above

IV. ACTION TAKEN FOR DEMERITS

1. 5 - Letter to parents informing them with a request for them to call the school.
2. 10 - Counselor conference and letter home to parents.
3. 15 - Letter home to parents - mandatory phone call from parents to school administration.
4. 25 - Three days in the in-school suspension (parent conference).
5. 40 - Five days out-of-school suspension (parent conference).
6. 55 - Ten days out-of-school suspension (parent conference and staffing).
7. 70 - Semester suspension.

V. DISCIPLINARY REFERRALS - may be given for

1. Willful interference in the educational process
2. Arson
3. Assault and/or battery
4. Criminal damage to school/personal property
5. Criminal libel
6. Unlawful assembly
7. Extortion
8. Larceny, robbery, burglary

9. Illegal sale, possession, transportation or use of:
 - a. Alcoholic beverages
 - b. Firearms or deadly weapons
 - c. Explosives
10. Use of telephone to terrify, intimidate, threaten, harass or offend.
11. Sale, transportation or use of illegal substances.
12. Disruptive conduct.

VI. DISCIPLINARY FLOW CHARTS

1. 1st referral - Counselor meets with student and discusses problem. (parent called)
2. 2nd referral - Student meets with administrator for final warning. (parent called)
3. 3rd referral - Mandatory parent conference with student present - staffing.
4. 4th referral - Corporal punishment administered (3 swats).
5. 5th referral - In-school suspension placement (3 days) staffing.
6. 6th referral - Three days out-of-school suspension - parent conference.
7. 7th referral - Five days out-of-school suspension - parent conference.
8. 8th referral - Ten days out-of-school suspension - staffing with central office personnel.
9. 9th referral - Suspension for remainder of semester.

VII. PRE-SCREENING COMMITTEE AT SCHOOL LEVEL - COLLECTING DATA

From the parent conference may come new adjustment alternatives to be implemented in the classroom - or - agreement to implement the next step, Campus Screening Committee meeting. Prior to conducting the Campus Screening Committee meeting, vital student data must be assembled or obtained.

Pre-Screening Committee Activities:
Collect Available Information for Screening

1. Review of past educational records.
2. Review school health records.

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3. Obtain vision check including distance, stereopsis, motility, and color.
 4. Obtain hearing evaluation inclusive of puretone audiometric assessment at hearing level of 25db at 500, 1000, 2000, 4000, and 6000 hz. Public school health manual.
 5. Compile general information
 - a. Case History - educational, family, medical.
 - b. Language used in home.
 - c. Language proficiency.
 6. Observation of the child.
 7. Available Test Information
 - a. CTBS or other group achievement test scores in cumulative records.
 - b. Conduct an on-campus screening test desired as:
Otis Lennon Intelligence Test
Slosson Intelligence Test
Peabody Achievement Test
Peabody Picture Vocabulary Test
Gates-McGinitie Reading Test
Key Math Arithmetic Test
Myklebust Pupil Rating Scale
Vineland Social Maturity Scale

VIII. CAMPUS SCREENING COMMITTEE - POSSIBLE MEMBERS

*Administrator

*Regular Classroom Teachers

OTHERS

Nurse

Counselor

Educational Diagnostician

Speech Pathologist

Occupational Therapist

Physical Therapist

Classroom Aide

Special Education Teacher

Special Education Director

Special Education Curriculum Coordinator

Bi-Lingual Specialist

Chapter I Specialist

Physical Education Teacher

Special Education School Psychologist

Interpreter

Parent

*RECOMMENDED FOR ALL COMMITTEES

IX. DISTRICT STAFFING COMMITTEE REFERRAL

1. Building Procedures

- a. Each building shall use procedures as defined by the Principal.
- b. The basis for the procedures shall be the book entitled "School Campus: Student Screening Process" available from each Principal.

2. Referral

- a. A referral to the district staffing committee indicates the following:
 1. All procedures have been followed.
 2. All district and outside resources have been exhausted in attempts to adapt the student's learning process.
 3. The Building Staffing Committee is convinced that the student will fit one of the special education exceptionalities.
- b. A referral to the District Staffing Committee will include the following:
 1. Copies of all student records
 - a. Grades
 - b. Testing, including an aptitude score (Peabody Picture Vocabulary Test for example) and a behavior rating scale or narrative.
 - c. Attendance
 2. Health Records
 - a. Vision screening, either passed or the failure resolved.
 - b. Hearing screening, either passed or the failure resolved.

3. Language Assessment (Lau Form).

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4. Record of the observations.

5. Other information used to make the decision.

6. A District Staffing Referral Form.

X. FLOW CHART OF CAMPUS SCREENING COMMITTEE ACTIVITIES

